



American Legion Auxiliary's California Girls State Alumnae Foundation 2019 Summer Internship Job Description

Title: ALA's California Girls State Alumnae Foundation Intern

Location: Claremont, CA & Telecommute

Hours and Payment: 160 hours, \$2,000 Stipend

Position Overview

The Girls State Alumnae Foundation (GSAF), a 501(c)(3) nonprofit organization run entirely by volunteers, is looking for ONE creative, dynamic, and driven alumna for a project-based, PAID 160 hour internship. If selected, you will work with GSAF to play a key role in social media and development with the goal of increasing the prestige of ALA's California Girls State and CAGSAF.

Job Responsibilities

Creation of promotional videos before, during, and after Girls State

Taking photographs for our social media sites

Creation of social media posts during and after Girls State

Support of the annual summer fundraiser via infographics and social media posts

**we are looking for an alumna who is influential, creates new ideas, offers solutions and provides feedback!*

Qualifications

Competitive academic grades

Understanding of Social Media

Understanding of Excel, Word, and PowerPoint

Excellent communication skills

Excellent writing skills and analytical skills

Willingness to learn - to acquire and improve on the above skills

**Bonus: Familiarity with video-making software (iMovie, GoPro, etc.)*

What We Are Looking For

1 Intern - 1 week at California Girls State, remaining hours telecommute

Flexibility

Creative minds

What You Get

You will have the opportunity to engage with senior leadership and internal subject matter experts to create tangible, real world solutions. You will develop your communication and technical skills. You will attend California Girls State in the role of GSAF intern. You will receive a \$2000 stipend upon completion of the 160 hour internship.

If any questions arise, please email cagsafinternship@gmail.com

Apply Here: <https://goo.gl/forms/juxb01QBYHDnY6XE2>